

**ILLINOIS DEPARTMENT OF PUBLIC AID
REQUEST FOR AN ACCOUNTING OF DISCLOSURES OF HEALTH INFORMATION**

- You have the right to ask the Illinois Department of Public Aid (Agency) to tell you how it has shared your personal health information **on and after April 14, 2003**.
- You may request this accounting of all disclosures for a period of time up to six years from the date of your request.
- You can also ask for a summary of the ways the agency has disclosed your personal health information.
- Within 60 days after it receives your request, the Agency is required to give you an accounting or the summary you have requested or tell you if it needs more time to respond to your request.
- The first accounting or summary in any 12-month period is free. If you request more than one accounting or summary in a 12-month period, the Agency can charge you a fee for the cost of the copies of your personal health information or the cost of preparing the summary. You can change your request to reduce the fee.

My name: Date of birth:

Recipient I.D. Number (RIN):

☐ I request that the Agency give me an accounting of the ways it has disclosed my personal health information:

- ☐ for six years from the date of this request
- ☐ for this period of time: from to

☐ I request that the Agency give me a summary of the ways it has disclosed my personal health information:

- ☐ for six years from the date of this request
- ☐ for this period of time: from to

Signature: Date:

Send this Request for an Accounting to:

Privacy Officer
Illinois Department of Public Aid
P.O. Box 19159
Springfield, IL 62794-9159

Fax: 1-312-793-2005

**Contact the Illinois Department of Public Aid
Privacy Officer:**

Privacy Officer
Illinois Department of Public Aid
P.O. Box 19159
Springfield, IL 62794-9159

Toll-free telephone: 1-800-226-0768
(Health Benefits Hotline)
Toll-free for persons using a TTY: 1-877-204-1012
Fax: 1-312-793-2005
e-mail address: privacyofficer@mail.idpa.state.il.us